

“Step up to the Challenge”

Middle Level Competitive Events Guidelines

2014-2015 State Awards Program



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INTRODUCTION TO FBLA

Build your business department and career/technology center enrollments by bringing business and education together through leadership, community service, and team-building opportunities. If you are a creative teacher in a business or a business-related area seeking new ways to bring the curriculum to life, inspire your middle level students to learn, and to make your job more interesting, then FBLA-ML is for you.

Purpose

The purpose of FBLA-Middle Level Division is to provide, as an integral part of the instructional program, additional opportunities for students to explore, encounter, and experience positive leadership skills for their present lifestyles, as well as their future work.

Goals

The specific goals of FBLA-Middle Level Division are to:

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of entrepreneurial careers and American business enterprise.
- Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.
- Develop character, prepare for useful citizenship, and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.

Membership Benefits

Thousands of students across the nation are joining FBLA-Middle Level! FBLA-Middle Level teaches middle level students skills that are needed in everyday life. Students also have the opportunity to be recognized at the local, state, and national levels. FBLA-Middle Level prepares students for "real-world" professional experiences.

FBLA Creed

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

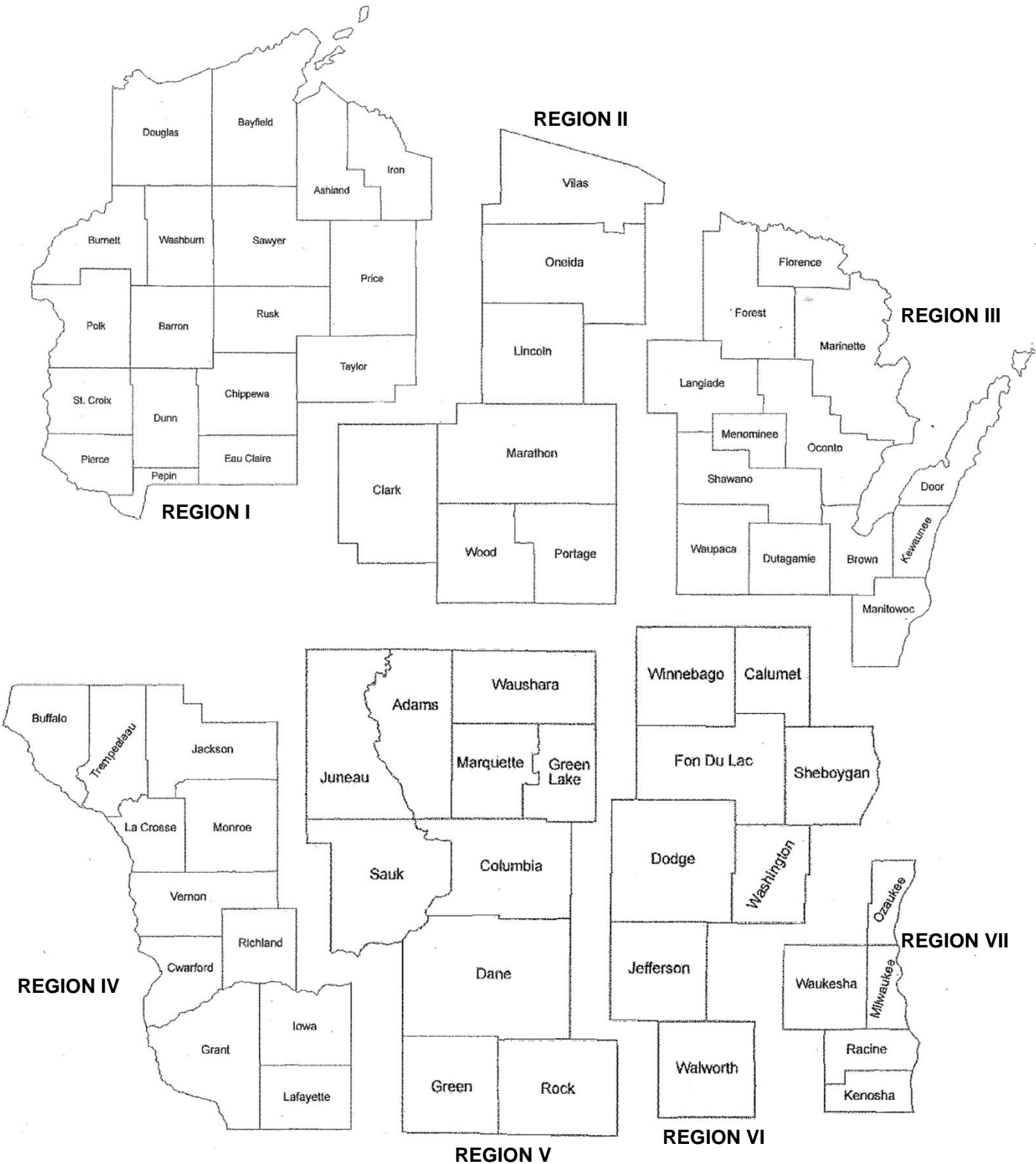
I believe every person should actively work toward improving social, political, community and family life.

I believe every person has the right to earn a living at a useful occupation.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

FBLA REGIONS



Wisconsin Clarification:

Students participating in FBLA sponsored events, including leadership conferences and competitive events, may be removed/disqualified if the participant is not completely dry from a recent shower or water



NATIONAL DRESS CODE

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities include:

FEMALES

Business suit with blouse

Business pantsuit
with blouse

Skirt or dress slacks with
blouse or sweater

Business dress

Capris or gauchos with
coordinating jacket/suit,
worn below the knee

Dress shoes



MALES

Business suit with collar
dress shirt and necktie

Sport coat, dress slacks,
collar shirt, and necktie

Dress slacks, collar shirt,
and necktie

Banded collar shirt may be
worn only if sport coat or
business suit is worn

Dress shoes and socks

INAPPROPRIATE ATTIRE (FOR BOTH MEN AND WOMEN)

Jewelry in visible body piercing, other than ears; denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts; backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts; T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits; sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-kneeboots; athletic wear, including sneakers; hats or flannel fabric clothing; bolo ties; visible foundation garments.



CLARIFICATION—Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted.

Chaperone Policy

Due to the necessity of appropriate supervision for the safety of our students (based on new DPI volunteer policies), coupled with the sheer size of the Wisconsin FBLA conference, the number of competitive events, tough economic times for business and industry, and availability of other types of volunteers, the following policy is being implemented.

Each FBLA Chapter attending a Regional or State Leadership Conference will be REQUIRED to have a 15:1 ratio of students to advisers/chaperones with a **minimum of 2 chaperones** (e.g. 30 students:2 chaperones; 31 students:3 chaperones). *This ratio is based on the registered members on the final day of registration for either the Regional or State Leadership Conference.*

All FBLA Advisers will be assigned to administer at least one competitive event/performance, workshop, or tour. In addition, your chaperone(s) will be assigned to at least one competitive event/performance, workshop, or tour. The chaperones will be assigned duties such as timer, tour chaperone, workshop facilitator, or room monitor. Every effort will be made to not allow overlapping event assignments for advisers and chaperones.

Names of advisers and chaperones will need to be submitted during the RLC/SLC Registration process.

Wisconsin FBLA Entry Submission All Levels – RLC/SLC/NLC

For any set of documents, entry submissions (including Middle Level), etc. (i.e. Website Development, Computer Applications, Local Chapter Annual Business Report) this submission policy is in effect. Failure to submit materials in this format will result in a five (5)-point deduction from the overall score.

All prejudged and skill event documents and materials **MUST** be placed into a large (9x12 or the like) catalog or clasp envelope. Each entry must be submitted in its own envelope. All chapter submissions should be mailed together in a larger envelope or box to the RLC host or state office to be received prior to or on the receipt deadline date. Please refer to the Competitive Event Guidelines for requirements for each event. For example, a submission for Digital Video Production would include CDs and a Statement of Assurances. Or for Word Processing, a completed submission would include Administrator's Release Form, copy of the test packet, Format Guide, completed documents for the test, as well as folded or crossed out copies of unused printouts.

Mail to: Wisconsin FBLA State Office
Attention: David Thomas
125 South Webster Street
Madison, WI 53703

Each envelope **MUST** be labelled with the following information:

- Event
- Participant(s) name
- School
- Software Used

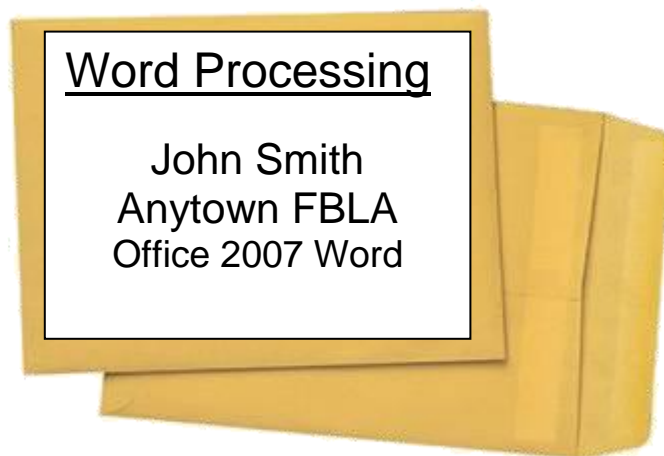
The label can take either of the following formats:

Event Label



Full Document

OR



ML Competitive Events Participation

In order to encourage the participation of our valuable
Middle Level FBLA Members

Each member will be eligible to compete
in the following:

One (1) Written Test

(Business Concepts, Career Exploration, Financial Fitness, Internet Safety,
Introduction to Computers, Intro to Business Math,
Intro to FBLA Principles and Procedures, or Proofreading and Editing)

AND

One (1) Performance

(Computer Slide Show Presentation, FBLA Creed Speaking,
Intro to Public Speaking, Issues In Society,
or Web Site Creation)

OR

One (1) Skill Test

(Desktop Publishing, Keyboarding I, Keyboarding II,
Power Point/Slideshow Creation, or Spreadsheet)

Please Check Wisconsin ML Competitive Events Guidelines
for eligibility and limits.

Chapter Events are NOT included in this limit.
The entire chapter membership contributes to a chapter entry.

2014-15 ML Competitive Event Breakdown

Event	Participant(s)	Limit	Event Type	Submission**	At RLC or SLC
American Enterprise Project	Chapter	1 Report	Chapter	Report/Project	N/A
Business Concepts	Individual	5 Participants	Written		Complete Objective Test
Career Exploration	Individual	5 Participants	Written		Complete Objective Test
Community Service Project	Chapter	1 Report	Chapter	Report/Project	N/A
Computer Slide Show Presentation	Individual or Team of 2 or 3	1 Slide Show	Performance		Presentation to judges/Bring Equipment
Desktop Publishing	Team of 2	3 Teams	Skill/Written	Skill Test Completed at home school*	Complete Objective/Written Test On-site
FBLA Creed Speaking	Team of 2 or 3	2 Teams	Performance		Three minute memorized recitation of the FBLA Creed w/questions
Financial Fitness	Individual	5 Participants	Written		Complete Objective Test
Internet Safety	Individual	5 Participants	Written		Complete Objective Test
Introduction to Computers	Individual	5 Participants	Written		Complete Objective Test
Introduction to Business Math	Individual	5 Participants	Written		Complete Objective Test
Introduction to FBLA Principles & Procedures	Individual	5 Participants	Written		Complete Objective Test
Introduction to Public Speaking	Individual	2 Participants	Performance		Up to 3:30 minute speech
Issues in Society	Team of 2 or 3	2 Teams	Performance		Performance w/Judge Q&A
Keyboarding I	Individual	3 Participants	Skill/Written	Skill Test Completed at home school*	Complete Objective/Written Test On-site
Keyboarding II	Individual	3 Participants	Skill/Written	Skill Test Completed at home school*	Complete Objective/Written Test On-site
Local Chapter Activities Report	Chapter	1 Report	Chapter	Report/Project	N/A
Power Point/Slideshow Creation	Individual	3 Participants	Skill/Written	Skill Test Completed at home school*	Complete Objective/Written Test On-site
Proofreading & Editing	Individual	5 Participants	Written		Complete Objective Test
Spreadsheet	Individual	3 Participants	Skill/Written	Skill Test Completed at home school*	Complete Objective/Written Test On-site
Web Site Creation	Individual or Team of 2 or 3	1 Web Site	Performance		Presentation to judges/Bring Equipment

American Enterprise Project

Chapter Event

DESCRIPTION

This event recognizes FBLA-Middle Level chapters that successfully implement an education program to promote free enterprise.

Reports must promote an awareness of some part of the American (free) enterprise system with the school and/or community and answer the Report Format questions. The project is intended to help members learn more about the free enterprise system and is designed for chapter participation.

ELIGIBILITY

- Each chapter may submit one report from its active local Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- Reports must be received by the State Office by **March 4**.

REPORT CONTENTS

- Projects must be keyed in the order of the questions listed in the Project Format section and be no more than five pages including the coversheet and attachments.
- Pages must be on standard 8 ½ x 11" paper.
- Pages may not be laminated or bound in sheet protectors.
- Projects may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Copies should be sent rather than important original documents
- Scrapbooks and loose or bulky exhibits are not acceptable.
- Projects should be stapled in the upper left-hand corner with the cover sheet.
- The project must describe an activity on American Enterprise/Free Enterprise that was conducted during the current school year.
- The cover must include the chapter number, school, adviser, and address.
- The project should be the work of an individual or multiple Middle Level FBLA members and not the adviser.

PROJECT FORMAT

The project report will consist of questions and answers. Key the following questions followed with your comments and description. See cover sheet p. V-20 of national guidelines <http://www.fbla-pbl.org>.

- Describe the chapter's American Enterprise Project.
- State the purpose and/or goals of the project. The purpose and/or goals should be keyed as numbers or bullets.
- Describe how the chapter chose this particular project as an American Enterprise activity.
- Describe the steps the chapter members used to plan and develop the project.
- Describe how the chapter completed the project.
- Describe why this project is unique.
- Explain the benefits and impact your project had on the school or community.
- Explain and give evidence of how the project was publicized by attaching at least one article, flyer, etc.
- Pictures may be incorporated into the report.

ADMINISTRATION OF EVENTS

RLC	SLC
There is no regional counterpart.	Due to State Office by March 4 .
	Top TWO finishers will be recognized at the national level.

JUDGING

- All judges' decisions are final.



American Enterprise Project

Rating Sheet

FBLA – Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project	0	1 – 7	8 – 14	15 – 20	
Statement of project goals	0	1 – 3	4 – 7	8 – 10	
Description of project choice	0	1 – 3	4 – 7	8 – 10	
Description of project planning and development	0	1 – 3	4 – 7	8 – 10	
Description of implementation	0	1 – 3	4 – 7	8 – 10	
Uniqueness of project	0	1 – 2	3 – 4	5	
Service to the community	0	1 – 2	3 – 4	5	
Evidence of publicity	0	1 – 2	3 – 4	5	
Format					
Followed project criteria	0	1 – 3	4 – 7	8 – 10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error)	0	1 – 5	6 – 10	11 – 15	
Penalty Points Deduct points for failure to fully follow the guidelines.					- _____
Five (5) points for failure to follow Submission Guidelines.					
Other _____					
Total Points					/100 max.

School:

State:

Judge's Signature:

Date:

Judge's Comments:

Business Concepts

Individual Event

Written Event

DESCRIPTION

This event recognizes those FBLA-Middle Level students who are knowledgeable in the basics of business, economics, and leadership.

The 45-minute objective test may include questions on business types, basic economics, employability skills, leadership concepts, and the free enterprise system.

ELIGIBILITY

- **Each local chapter may enter up to five (5) members.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL national center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC or received national level recognition.
- **No National Level Equivalent.**

ADMINISTRATION OF EVENTS

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Number 2 pencils are required for this event.	Number 2 pencils are required for this event.
This is not a qualifying round. All participants are eligible for SLC competition.	

JUDGING

- All judges' decisions are final.

Career Exploration

Individual Event

Written Event

DESCRIPTION

Career Exploration recognizes those FBLA-Middle Level students who are working toward improving their knowledge of career opportunities.

The 45-minute objective test may include questions on skills, career plans, career goals, job searches, job applications, cover letters, resumes, interviews, *Occupational Outlook Handbook*, and basic career education.

ELIGIBILITY

- **Each local chapter may enter up to five (5) members.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC or received national level recognition.

ADMINISTRATION OF EVENTS

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Number 2 pencils are required for this event.	Number 2 pencils are required for this event.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

JUDGING

- All judges' decisions are final.

Community Service Project Chapter Event

DESCRIPTION

This event recognizes FBLA-Middle Level chapters that successfully implement a community service project to serve the citizens of the community.

Reports must describe a chapter project that serves the community and conforms to the guidelines and format stated. The activity must be in the interest of the local community, focus on one primary project, and be designed for chapter participation.

ELIGIBILITY

- Each chapter may submit one report from its active local Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- Reports must be received by the State Office by **March 4**.

REPORT CONTENTS

- Projects must be keyed in the order of the questions listed below in the Project Format section and be no more than five pages including the cover sheet and attachments.
- Pages must be on standard 8 ½ x 11" paper.
- Pages may not be laminated or bound in sheet protectors.
- Projects may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Copies should be sent rather than important original documents.
- Scrapbooks and loose or bulky exhibits are not acceptable.
- Projects should be stapled in the upper left-hand corner with the cover sheet.
- The cover must include the chapter number, school, adviser, and address.
- The project should be the work of an individual or multiple Middle Level FBLA members and not the adviser.

PROJECT FORMAT

The project report will consist of questions and answers. Key the following questions followed with your comments and description. See cover sheet p. V-20 of national guidelines <http://www.fbla-pbl.org>.

- Describe the chapter's Community Service Project.
- State the purpose and/or goals of the project. The purpose and/or goals should be keyed as number or bullets.
- Describe how the chapter chose this particular project as a community service activity.
- Describe the steps the chapter members used to plan and develop the project.
- Describe how the chapter completed the project.
- Describe why this project is unique.
- Explain the benefits and impact your project had on the community and its citizens.
- Explain and give evidence of how the project was publicized by attaching at least one article, flyer, etc.
- You may incorporate pictures into the report.

ADMINISTRATION OF EVENTS

RLC	SLC
There is no regional counterpart.	Due to State Office by March 4 .
	Top TWO finishers will be recognized at the national level.

JUDGING

- All judges' decisions are final.



Community Service Project

Rating Sheet

FBLA – Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project	0	1 – 7	8 – 14	15 – 20	
Statement of project goals	0	1 – 3	4 – 7	8 – 10	
Description of project choice	0	1 – 3	4 – 7	8 – 10	
Description of project planning and development	0	1 – 3	4 – 7	8 – 10	
Description of implementation	0	1 – 3	4 – 7	8 – 10	
Uniqueness of project	0	1 – 2	3 – 4	5	
Service to the community	0	1 – 2	3 – 4	5	
Evidence of publicity	0	1 – 2	3 – 4	5	
Format					
Followed project criteria	0	1 – 3	4 – 7	8 – 10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error)	0	1 – 5	6 – 10	11 – 15	
Penalty Points Deduct points for failure to fully follow the guidelines. Five (5) points for failure to follow Submission Guidelines. Other _____					- _____
Total Points					/100 max.

School:

State:

Judge's Signature:

Date:

Judge's Comments:

Computer Slide Show Presentation

Individual or Team (of 2 or 3) Event

Performance Event

DESCRIPTION

This event provides recognition for FBLA-Middle Level members who demonstrate an ability to use presentation software to prepare and deliver a message.

WI Clarification: Entries will NOT be prejudged. All submissions will PRESENT their slide show for a panel of judges.

Topic: Create a slideshow showing the Do's and Don'ts of bicycle safety and/or skateboarding.

ELIGIBILITY

- Each chapter may submit one slide show from its active local Middle Level chapter.
- Entries may be created by an individual member or by a team, of either two or three.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- Participants must not have placed first or second in this event at a previous SLC or received national level recognition.

PROCEDURES

- The slide show must address the topic in the Description section. Entries will be judged according to the rating sheet.
- Presentations should be at least one (1) minute and no more than three (3) minutes in length.
- The computer slide show should be used as part of the overall topic presentation.

ADMINISTRATION OF EVENTS

RLC	SLC
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
All teams perform—no preliminary round.	All teams perform—no preliminary round.
Five (5) minutes will be allowed for the setup of equipment. Chapters must provide their own audio/visual equipment—except screens. The individual or team members must perform all aspects of the presentation including setup. Other representatives may not assist. (presentation via laptop only is acceptable)	Five (5) minutes will be allowed for the setup of equipment. Chapters must provide their own audio/visual equipment—except screens. The individual or team members must perform all aspects of the presentation including setup. Other representatives may not assist.
Note cards are allowed to be used during the presentation.	Note cards are allowed to be used during the presentation.
Presentations may not exceed 3 minutes.	Presentations may not exceed 3 minutes.
Judges will ask questions after the presentation for up to 2 minutes.	Judges will ask questions after the presentation for up to 2 minutes.
Event is not open to conference attendees at RLC.	Event is not open to conference attendees at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

JUDGING

- All judges' decisions are final.



Computer Slide Show Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Presentation content clearly relates to assigned topic	0	1 – 3	4 – 7	8 – 10	
Copyright laws have been followed and are cited	0	1	2 – 3	4 – 5	
Logical Sequence of Ideas	0	1	2 – 3	4 – 5	
Elements included in presentation are suitable and appropriate	0	1 – 3	4 – 7	8 – 10	
Responses to Judges' Q&A	0	1 – 3	4 – 7	8 – 10	
Presentation					
Presentation includes identifiable opening, body, and conclusion	0	1 – 3	4 – 7	8 – 10	
Audio and visual elements are coordinated and complementary	0	1 – 3	4 – 7	8 – 10	
Transitions are effective and appealing	0	1 – 3	4 – 7	8 – 10	
Graphics enhance overall quality of presentation	0	1 – 3	4 – 7	8 – 10	
Appropriate Gestures and Eye Contact	0	1 – 3	4 – 7	8 – 10	
Self-Confidence, Initiative, and Assertiveness	0	1 – 3	4 – 7	8 – 10	
Total Points					
					/100 max.
Penalty Points Deduct points for failure to fully follow the guidelines. _____					
Deduct five (5) points if presentation is under 1 minute or over 3 minutes. Time:					
Deduct five (5) points if presentation setup takes longer than five minutes. Time:					
One 1 point each for a typographical, spelling, punctuation, or grammar error.					
Final Score					
					/100 max.

Name(s):

School:

State:

Judge's Signature: _____ Date:

Judge's Comments:

Desktop Publishing

Team Event

Skill Event

DESCRIPTION

This event provides recognition for FBLA-Middle Level members who can demonstrate skills in the areas of desktop publishing and creativity.

Participants should be prepared to create, design, and produce usable copy on a computer using desktop publishing software. Students should be prepared to create documents such as a flyer, brochure, and invitation that include graphics, text, layout creativity, and appropriate fonts and type sizes.

ELIGIBILITY

- **Each chapter may submit three (3) teams from its active local Middle Level chapter.** A team shall consist of two members.
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC or received national level recognition.

GUIDELINES

- Students will be given 45 minutes to complete this skill test.
- Additional time will be allowed for general directions, equipment set up, and warm-up.
- Problems are weighted according to difficulty and may be completed in any order.
- Students may use only one computer for the event.
- Participants may bring clip art or use the Internet to access graphics.
- Participants may use the FBLA Format Guide on the skill test only.
- The finished product will be submitted in black and white or color on plain paper.
- Word-division manuals and dictionaries may be used as reference materials.
- The written, objective test will be a timed (30-minute) exam with 50 questions.
- Objectives for the written test may include
 - Basic desktop publishing terminology and concepts
 - Related desktop application knowledge
 - Digital imaging and graphics
 - Desktop layout rules and standards
 - Safety, ethics, and legal issues related to publishing
 - Message presentation, accuracy and proofreading.

DESKTOP PUBLISHING – CONTINUED

ADMINISTRATION OF EVENTS

RLC	SLC
Production test administered at home school. An onsite testing administrator* will need to be submitted with the chapter's registration.	Production test administered at home school.
Regional Testing Window: January 5-15.	State Testing Window: February 19-26
Completed production test materials must be submitted to RLC Host School and arrive by January 16.	Completed production test materials must be submitted to the State Office and arrive by March 4
Written objective test taken on-site at RLC; team members will take the test collaboratively.	Written objective test taken on-site at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

JUDGING

- All judges' decisions are final.

*Testing administrators CANNOT be the FBLA Adviser or any other Business & Information Technology educator. The designated testing administrator can be a superintendent, principal, asst./assoc. Principle, pupil services administrator, school counsellor, library media specialist, or similar person within your district.



Desktop Publishing Application Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Overall Appeal					
Presentation immediately grabs audience	0	1 – 3	4 – 7	8 – 10	
Content effectively covers topic with all the vital information – who, what, when, where, why, and how	0	1 – 3	4 – 7	8 – 10	
Presentation appeals to intended audience	0	1 – 3	4 – 7	8 – 10	
Layout					
Layout is creative and original	0	1 – 3	4 – 7	8 – 10	
Text and graphics are well-balanced with no overlapping items that reduce readability	0	1 – 3	4 – 7	8 – 10	
Graphics are appropriate to subject and are effectively utilized	0	1 – 3	4 – 7	8 – 10	
Font selection (type, size, style, kerning, leading, number of typefaces) is appropriate and appealing	0	1 – 3	4 – 7	8 – 10	
Technical					
Effective application of a special effect(s) may include but are not limited to drop caps, shadowing, reverse type, screens, and mirror images	0	1 – 3	4 – 7	8 – 10	
Effective text treatment (i.e., paragraph indents, bullets, numbering, hanging indents, alignment, text wrapping.)	0	1 – 3	4 – 7	8 – 10	
Proper use of grammar, spelling, punctuation, etc.	0	1 – 3	4 – 7	8 – 10	
Penalty Points Deduct points for failure to fully follow the guidelines. _____ Five (5) points for Dress Code Violation. Failure to follow submission guidelines. Other _____					
Total Points					/100 max.

Name(s): _____

School: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

FBLA Creed Speaking Team Event Performance Event

DESCRIPTION

This event provides recognition for FBLA-Middle Level members who can demonstrate presentation, enunciation, and understanding of the FBLA Creed.

Each team will have three minutes to present, based on memory, the FBLA Creed. Judges will have up to one minute to ask questions after the presentation.

ELIGIBILITY

- **Each chapter may enter two teams of either two or three from their local Middle Level chapter.**
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- Participants must not have placed first or second in this event at a previous SLC.

GUIDELINES

- Each team member must speak equally in the presentation.
- Note cards are NOT permitted; the presentation must be memorized.
- The presentation must not exceed 3 minutes; points will be deducted if the presentation goes over the allotted time.
- **No National Level Equivalent.**

ADMINISTRATION OF EVENTS

RLC	SLC
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
All teams perform—no preliminary round.	All teams perform—no preliminary round.
Note cards are NOT allowed to be used during the presentation.	Note cards are NOT allowed to be used during the presentation.
Presentations may not exceed 3 minutes.	Presentations may not exceed 3 minutes.
Judges will ask questions after the presentation for up to 2 minutes.	Judges will ask questions after the presentation for up to 2 minutes.
Event is not open to conference attendees at RLC.	Event is not open to conference attendees at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	

JUDGING

- The rating sheet(s) for the judge's use are attached.
- All decisions of the judges are final.



FBLA Creed Speaking Performance Rating Sheet

	Not Demonstrated	Does not meet expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Accurate delivery of the Creed	0	1-6	7-13	14-20	
Equal participation of team members	0	1-6	7-13	14-20	
Knowledge of Topic					
Understanding concepts of Creed	0	1-5	6-10	11-15	
Demonstration of ability to effectively answer questions	0	1-5	6-10	11-15	
Delivery					
Voice quality and diction	0	1-3	4-7	8-10	
Appropriate gestures and eye contact	0	1-3	4-7	8-10	
Self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
Subtotal	100 MAX				
Time Penalty: Deduct five (5) points for memorized recitation exceeding 3 minutes					
Note Card Penalty: Deduct five (5) points for use of note cards (must be memorized)					
Dress Code Penalty: Deduct five (5) points for dress code					
Final Score	100 MAX				

Name(s): _____

School: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Financial Fitness

Individual Event

Written Event

DESCRIPTION

Planning for your financial future is as important as your education. This event recognizes FBLA-Middle Level members who know the basics of financial fitness.

The 45-minute objective test may include questions on types of payments, credit, investments, budgeting, financial goal setting, and risk.

ELIGIBILITY

- **Each local chapter may enter up to five (5) members.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC or received national level recognition.
- **No National Level Equivalent.**

ADMINISTRATION OF EVENTS

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Number 2 pencils are required for this event.	Number 2 pencils are required for this event.
This is not a qualifying round. All participants are eligible for SLC competition.	

JUDGING

- All judges' decisions are final.

Internet Safety

Individual Event

Written Event

DESCRIPTION

This event recognizes those FBLA-Middle Level students who are aware of the rules of the internet superhighway and safe uses of the internet and digital media.

The 45-minute objective test may include questions on internet and email etiquette, as well as, ways to be safe while using the internet and other digital/social networking media.

ELIGIBILITY

- **Each local chapter may enter up to five (5) members.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC or received national level recognition.
- **No National Level Equivalent.**

ADMINISTRATION OF EVENTS

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Number 2 pencils are required for this event.	Number 2 pencils are required for this event.
This is not a qualifying round. All participants are eligible for SLC competition.	

JUDGING

- All judges' decisions are final.

Introduction to Business Math

Individual Event

Written Event

DESCRIPTION

Acquiring the ability to solve common business mathematical problems is a basic skill needed by all prospective business employees. This event provides recognition for FBLA members who demonstrate an understanding of basic math functions needed in business.

A 45-minute objective test may include questions on the following topics: basic math concepts, decimals, fractions, percentages, discounts, and consumer credit.

ELIGIBILITY

- **Each local chapter may enter up to five (5) members.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC.
- **No National Level Equivalent.**

ADMINISTRATION OF EVENTS

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Number 2 pencils are required for this event.	Number 2 pencils are required for this event.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
This is not a qualifying round. All participants are eligible for SLC competition.	

JUDGING

- All judges' decisions are final.

Introduction to Computers

Individual Event

Written Event

DESCRIPTION

This event recognizes those FBLA-Middle Level students who are can apply digital knowledge and real-life applications.

The 45-minute objective test may include questions on hardware, software, key applications (word processing, spreadsheet, and presentation software), operating systems, e-mail, internet and network applications.

ELIGIBILITY

- **Each local chapter may enter up to five (5) members.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC or received national level recognition.
- **No National Level Equivalent.**

ADMINISTRATION OF EVENTS

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Number 2 pencils are required for this event.	Number 2 pencils are required for this event.
This is not a qualifying round. All participants are eligible for SLC competition.	

JUDGING

- All judges' decisions are final.

Introduction to FBLA Principles & Procedures

Individual Event

Written Event

DESCRIPTION

Members in FBLA should be knowledgeable about the association and the information found in the official publications. This event provides recognition for FBLA members who are interested in learning about the background and current information of FBLA.

The 45-minute objective test may include questions based on these competencies: general information about the FBLA-PBL organization, other facts found in the FBLA Chapter Management Handbook, official FBLA-PBL publications (Tomorrow's Business Leader, FBLA Advisers' Hotline, and any other official publication), FBLA-PBL goals, FBLA-PBL creed, FBLA bylaws.

ELIGIBILITY

- **Each local chapter may enter up to five (5) members.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC.
- **No National Level Equivalent.**

ADMINISTRATION OF EVENTS

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Number 2 pencils are required for this event.	Number 2 pencils are required for this event.
This is not a qualifying round. All participants are eligible for SLC competition.	

JUDGING

- All judges' decisions are final.

Introduction to Public Speaking Individual Event Performance Event

DESCRIPTION

This event recognizes FBLA members who are beginning to develop qualities of business leadership by developing effective speaking skills.

GUIDELINES

- The speech must be of a business nature and include at least one (1) of the nine (9) FBLA goals (see page 1).
- Speeches should be no more than 3 minutes in length; note penalty points on rating sheet.
- Note cards are allowed to be used during this event.

ELIGIBILITY

- **Each chapter may submit two (2) individuals from its active local Middle Level chapter.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC.
- **No National Level Equivalent.**

ADMINISTRATION OF EVENTS

RLC	SLC
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
All teams perform—no preliminary round.	All teams perform—no preliminary round.
Note cards are allowed to be used during the presentation.	Note cards are allowed to be used during the presentation.
Presentations may not exceed 3 minutes.	Presentations may not exceed 3 minutes.
Judges will ask questions after the presentation for up to 1 minute.	Judges will ask questions after the presentation for up to 1 minute.
Event is not open to conference attendees at RLC.	Event is not open to conference attendees at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	

JUDGING

- The rating sheet(s) for the judge's use are attached.
- All decisions of the judges are final.



Introduction to Public Speaking Performance Rating Sheet

EVALUATION ITEM	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Relation to FBLA-PBL Goals	0	1-3	4-7	8-10	
Purpose Clearly Stated	0	1-3	4-7	8-10	
Suitability and Accuracy of Statements	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Organization					
Topic Adequately Developed	0	1-3	4-7	8-10	
Logical Sequence of Ideas	0	1	2-3	4-5	
Accomplishment of Purpose	0	1	2-3	4-5	
Delivery	0	1	2-3	4-5	
Voice Quality and Diction	0	1	2-3	4-5	
Appropriate Gestures and Eye Contact	0	1-3	4-7	8-10	
Self Confidence, Initiative, and Assertiveness	0	1-3	4-7	8-10	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1-3	4-7	8-10	
Subtotal	100/MAX				
Time Penalty Deduct five (5) points for presentation under 2:31 or over 3:29 minutes.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score	100/MAX				

Name(s): _____

School: _____ State: _____

Judges Signature: _____ Date: _____

Judges Comments:

Issues in Society Team Event Performance Event

DESCRIPTION

This event recognizes FBLA members who are beginning to develop qualities of business leadership by developing effective speaking skills.

The topic to be researched and presented upon:

Discuss "digital footprint." What is it? How is your footprint created? Why does your footprint matter? How can your digital footprint affect you positively and/or negatively.

ELIGIBILITY

- **Each chapter may submit/enter two (2) teams, of either two or three members, from their local Middle Level chapter.**
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC.
- **No National Level Equivalent.**

GUIDELINES

- The speech must address the topic provided.
- Speeches should be no more than 3 minutes and 30 seconds in length; note penalty points on rating sheet.
- Note cards are allowed to be used during this event.

ADMINISTRATION OF EVENTS

RLC	SLC
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
All teams perform—no preliminary round.	All teams perform—no preliminary round.
Note cards are allowed to be used during the presentation.	Note cards are allowed to be used during the presentation.
Presentations may not exceed 3 minutes.	Presentations may not exceed 3 minutes.
Judges will ask questions after the presentation for up to 2 minutes.	Judges will ask questions after the presentation for up to 2 minutes.
Event is not open to conference attendees at RLC.	Event is not open to conference attendees at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	

JUDGING

- The rating sheet(s) for the judge's use are attached.
- All decisions of the judges are final.



Issues in Society Performance Rating Sheet

EVALUATION ITEM	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Relation to Topic	0	1-3	4-7	8-10	
Purpose Clearly Stated	0	1-3	4-7	8-10	
Suitability and Accuracy of Statements	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Organization					
Topic Adequately Developed	0	1-3	4-7	8-10	
Logical Sequence of Ideas	0	1	2-3	4-5	
Accomplishment of Purpose	0	1	2-3	4-5	
Delivery	0	1	2-3	4-5	
Voice Quality and Diction	0	1	2-3	4-5	
Appropriate Gestures and Eye Contact	0	1-3	4-7	8-10	
Self Confidence, Initiative, and Assertiveness	0	1-3	4-7	8-10	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1-3	4-7	8-10	
Subtotal				100/MAX	
Time Penalty Deduct five (5) points for presentation under 2:31 or over 3:29 minutes.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score				100/MAX	

Name(s): _____

School: _____ State: _____

Judges Signature: _____ Date: _____

Judges Comments:

Keyboarding Applications I

Individual Event

Skill Event

DESCRIPTION

Knowledge of keyboarding applications is a necessity in today's high-tech business world. This event is designed to recognize FBLA-Middle Level members who can demonstrate basic keyboarding applications skills.

Participants should be able to produce a personal letter, a one-page report, and a one- or two-column table/centering problem. Results will be based on accuracy of printed copy and Standards of Mailability (see page 54).

ELIGIBILITY

- **Each chapter may submit three (3) individuals from its active local Middle Level chapter.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

GUIDELINES

- Results will be based on mailable copy based on the Standards of Mailability.
- Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
- Word-division manuals and dictionaries may be used as reference materials.
- Participants may use the FBLA Format Guide on the skill test only.
- Participants must recognize the necessity for accurate proofreading.
- The written, objective test will be a timed (30-minute) exam with 50 questions.
- Objectives for the written test may include
 - Document formatting rules and standards
 - Grammar, punctuation, spelling, and proofreading
 - Basic word processing/keyboarding terms and concepts

ADMINISTRATION OF EVENTS

RLC	SLC
Production test administered at home school. An onsite testing administrator* will need to be submitted with the chapter's registration.	Production test administered at home school.
Regional Testing Window: January 5-15.	State Testing Window: February 19-26
Completed production test materials must be submitted to RLC Host School and arrive by January 16.	Completed production test materials must be submitted to the State Office and arrive by March 4
Written objective test taken on-site at RLC.	Written objective test taken on-site at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

JUDGING

- All judges' decisions are final.

*Testing administrators CANNOT be the FBLA Adviser or any other Business & Information Technology educator. The designated testing administrator can be a superintendent, principal, asst./assoc. Principle, pupil services administrator, school counsellor, library media specialist, or similar person within your district.

Keyboarding Applications II

Individual Event

Skill Event

DESCRIPTION

Knowledge of keyboarding applications is a necessity in today's high-tech business world. This event is designed to recognize FBLA-Middle Level members who can demonstrate advanced keyboarding applications skills.

Participants should be able to produce a business letter; a one-page report with a title page, reference page, and citations; and a two- or three-column table. Results will be based on accuracy of printed copy and Standards of Mailability (see page 54).

ELIGIBILITY

- **Each chapter may submit three (3) individuals from its active local Middle Level chapter.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

GUIDELINES

- Results will be based on mailable copy based on the Standards of Mailability.
- Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
- Word-division manuals and dictionaries may be used as reference materials.
- Participants may use the FBLA Format Guide on the skill test only.
- Participants must recognize the necessity for accurate proofreading.
- The written, objective test will be a timed (30-minute) exam with 50 questions.
- Objectives for the written test may include
 - Document formatting rules and standards
 - Grammar, punctuation, spelling, and proofreading
 - Basic word processing/keyboarding terms and concepts

ADMINISTRATION OF EVENTS

RLC	SLC
Production test administered at home school. An onsite testing administrator* will need to be submitted with the chapter's registration.	Production test administered at home school.
Regional Testing Window: January 5-15.	State Testing Window: February 19-26
Completed production test materials must be submitted to RLC Host School and arrive by January 16.	Completed production test materials must be submitted to the State Office and arrive by March 4
Written objective test taken on-site at RLC.	Written objective test taken on-site at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

JUDGING

- All judges' decisions are final.

* Testing administrators CANNOT be the FBLA Adviser or any other Business & Information Technology educator. The designated testing administrator can be a superintendent, principal, asst./assoc. Principle, pupil services administrator, school counsellor, library media specialist, or similar person within your district.

Local Chapter Activities Project Chapter Event

DESCRIPTION

This event recognizes FBLA-Middle Level chapters that effectively summarize their year's activities.

The report should summarize the activities of the local chapter between the start of the previous State Leadership Conference and the current State Leadership Conference. This report meets one of the requirements for the Outstanding Chapter Award of Merit program.

ELIGIBILITY

- Each chapter may submit one report from its active local Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- Reports must be received by the State Office by **March 4**.

REPORT CONTENTS (See cover sheet p. 41 of guidelines)

- Reports must not exceed a total of five pages including cover sheet and other documentation.
- Pages must be on standard 8 ½ x 11" paper.
- Pages may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Copies should be sent rather than important original documents.
- Scrapbooks and loose or bulky exhibits are not acceptable.
- Reports should be stapled in the upper left-hand corner with the cover sheet.
- The cover must include the chapter number, school, adviser, and address.
- Reports must describe activities of the chapter that were conducted during the current school year.
- The project should be the work of an individual or multiple Middle Level FBLA members and not the adviser.
- Reports should follow the rating sheet content.

ADMINISTRATION OF EVENTS

RLC	SLC
There is no regional counterpart.	Due to State Office by March 4 .
	Top TWO finishers will be recognized at the national level.

JUDGING

- All judges' decisions are final.



Local Chapter Activities Report

Rating Sheet

FBLA – Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Service to school and community	0	1 – 5	6 – 10	11 – 15	
Recruitment of members	0	1 – 5	6 – 10	11 – 15	
Leadership development for officers and members	0	1 – 5	6 – 10	11 – 15	
Support of FBLA-PBL national and state projects	0	1 – 5	6 – 10	11 – 15	
Public relations – evidence of publicity	0	1 – 5	6 – 10	11 – 15	
Format					
Clear and concise presentation with logical arrangements of information	0	1 – 3	4 – 7	8 – 10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error)	0	1 – 5	6 – 10	11 – 15	
Penalty Points Deduct points for failure to fully follow the guidelines.					-
_____ Five (5) points for Dress Code Violation. Five (5) points for failure to follow Submission Guidelines. Other _____					
Total Points					/100 max.

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PowerPoint/Slideshow Creation

Individual Event

Skill Event

DESCRIPTION

Being able to present information in a concise and efficient manner is key in today's business world. FBLA-Middle Level students must be able to apply presentation options in a business environment, utilizing critical thinking and decision-making skills.

Participants should be prepared to complete problems in a presentation software with various functions including inserting content, charts/graphs, images, notes, headers/footers, etc., as well as the ability to use design layouts and backgrounds, and print and save appropriately.

ELIGIBILITY

- **Each chapter may submit three (3) individuals from its active local Middle Level chapter.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

GUIDELINES

- Results will be based on mailable copy based on the Standards of Mailability (see page XX).
- Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up.
- Word-division manuals and dictionaries may be used as reference materials.
- Participants may use the FBLA Format Guide on the skill test only.
- Participants must recognize the necessity for accurate proofreading.
- The written, objective test will be a timed (30-minute) exam with 50 questions.
- Objectives for the written test may include
 - Basic computer terminology and concepts
 - Presentation applications
 - Presentation basics
 - Formatting, grammar, punctuation, spelling and proofreading

ADMINISTRATION OF EVENTS

RLC	SLC
Production test administered at home school. An onsite testing administrator* will need to be submitted with the chapter's registration.	Production test administered at home school.
Regional Testing Window: January 5-15.	State Testing Window: February 19-26
Completed production test materials must be submitted to RLC Host School and arrive by January 16.	Completed production test materials must be submitted to the State Office and arrive by March 4
Written objective test taken on-site at RLC.	Written objective test taken on-site at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

JUDGING

- All judges' decisions are final.

*Testing administrators CANNOT be the FBLA Adviser or any other Business & Information Technology educator. The designated testing administrator can be a superintendent, principal, asst./assoc. Principle, pupil services administrator, school counsellor, library media specialist, or similar person within your district.

Proofreading & Editing

Individual Event

Written Event

DESCRIPTION

The ability to proofread work accurately is a valuable business tool. This event is designed to provide recognition for FBLA-Middle Level members who have learned basic proofreading techniques, the ability to proofread accurately, spelling, and basic grammar rules.

The 45-minute objective test may include questions on proofreading, grammar, punctuation, word division, expression of numbers, capitalization, and business spelling.

ELIGIBILITY

- **Each local chapter may enter up to five (5) members.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first or second in this event at a previous SLC or received national level recognition.

ADMINISTRATION OF EVENTS

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Number 2 pencils are required for this event.	Number 2 pencils are required for this event.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

JUDGING

- All judges' decisions are final.

Spreadsheet Individual Event Skill Event

DESCRIPTION

Knowledge of spreadsheet applications is a necessity in today's high-tech business world. FBLA-Middle Level students must be able to apply various spreadsheet applications in a business environment, utilizing critical thinking and decision-making skills.

Participants should be prepared to complete problems in a spreadsheet format, which may include various functions, including formatting, sorting, editing, creating and applying formulas, and charts. Results will be based on accuracy and formula-view printout.

ELIGIBILITY

- **Each chapter may submit three (3) individuals from its active local Middle Level chapter.**
- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

GUIDELINES

- Results will be based on mailable copy based on the Standards of Mailability (see page XX).
- Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up.
- Word-division manuals and dictionaries may be used as reference materials.
- Participants may use the FBLA Format Guide on the skill test only.
- Participants must recognize the necessity for accurate proofreading.
- The written, objective test will be a timed (30-minute) exam with 50 questions.
- Objectives for the written test may include:
 - Formulas, functions
 - Purpose of spreadsheets
 - Graphics and charts
 - Format and print options

ADMINISTRATION OF EVENTS

RLC	SLC
Production test administered at home school. An onsite testing administrator* will need to be submitted with the chapter's registration.	Production test administered at home school.
Regional Testing Window: January 5-15.	State Testing Window: February 19-26
Completed production test materials must be submitted to RLC Host School and arrive by January 16.	Completed production test materials must be submitted to the State Office and arrive by March 4
Written objective test taken on-site at RLC.	Written objective test taken on-site at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

JUDGING

- All judges' decisions are final.

*Testing administrators CANNOT be the FBLA Adviser or any other Business & Information Technology educator. The designated testing administrator can be a superintendent, principal, asst./assoc. Principle, pupil services administrator, school counsellor, library media specialist, or similar person within your district.

Web Site Creation

Individual or Team (of 2 or 3) Event

Performance Event

DESCRIPTION

This event provides recognition for FBLA-Middle Level members who demonstrate an ability to develop a Web site using HTML or Web design software to deliver a message. Develop a Web site based on this topic:

Topic: The High 5 program* is a program for FBLA-Middle Level. Create a web page to explain the High 5 program to your FBLA-Middle Level members.

*The High 5 Flyer was sent out with FBLA adviser updates in Sept. Otherwise you can search

ELIGIBILITY

- Each chapter may submit one Web site entry from its active local Middle Level chapter.
- Entries may be created by an individual member or by a team of two or three.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.

PROCEDURE

- The Web site must be two or more pages with at least one link.
- Web site creation must be computer based.
- Live internet will be available to demonstrate the site; **Recommendation:** have screen shots available in case of internet malfunction.
- The Web site must address the topic in the Description section. Entries will be judged according to the rating sheet.

ADMINISTRATION OF EVENTS

RLC	SLC
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
All teams perform—no preliminary round.	All teams perform—no preliminary round.
Five (5) minutes will be allowed for the setup of equipment. Chapters must provide their own audio/visual equipment—except screens. The individual or team members must perform all aspects of the presentation including setup. Other representatives may not assist. (presentation via laptop only is acceptable)	Five (5) minutes will be allowed for the setup of equipment. Chapters must provide their own audio/visual equipment—except screens. The individual or team members must perform all aspects of the presentation including setup. Other representatives may not assist.
Note cards are allowed to be used during the presentation.	Note cards are allowed to be used during the presentation.
Presentations may not exceed 3 minutes.	Presentations may not exceed 3 minutes.
Judges will ask questions after the presentation for up to 2 minutes.	Judges will ask questions after the presentation for up to 2 minutes.
Event is not open to conference attendees at RLC.	Event is not open to conference attendees at SLC.
This is not a qualifying round. All participants are eligible for SLC competition.	Top TWO finishers will be recognized at the national level.

JUDGING

- All judges' decisions are final.



Web Site Creation

Rating Sheet

FBLA – Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Overall Appeal					
Grabs audience attention	0	1 - 2	3 - 4	5	
Logical Sequence of Ideas	0	1 - 2	3 - 4	5	
Content of Web site(s) effectively cover topic with all vital information included (who, what, when, where, why and how)	0	1 - 2	3 - 4	5	
Layout					
Format, text, and graphics are consistent, well-balanced and without overlapping items that reduce readability	0	1 - 3	4 - 7	8 - 10	
Graphics are appropriate to subject and are effectively utilized	0	1 - 2	3 - 4	5	
Font selection (type, size, style, kerning, leading, etc.) is appropriate and appealing	0	1 - 2	3 - 4	5	
Use of color is appealing	0	1 - 2	3 - 4	5	
Technical Features					
Site uses innovative technology tools and enhancements effectively (i.e., streaming video or audio, flash type program)	0	1 - 3	4 - 7	8 - 10	
Web sites are viewable on standard browsers	0	1 - 2	3 - 4	5	
Copyright laws have been adhered to and any photos, text, trademarks, or names used on the site are supported by proper documentation and approvals and are indicated on the Web site(s)	0	1 - 3	4 - 7	8 - 10	
Navigation					
Links are appropriate and support topic	0	1 - 2	3 - 4	5	
All links are functional and allow viewer path back to home page	0	1 - 2	3 - 4	5	
Navigational scheme is logical and effective	0	1 - 2	3 - 4	5	
Presentation					
Delivery and voice quality	0	1 - 2	3 - 4	5	
Appropriate gestures and eye contact	0	1 - 2	3 - 4	5	
Self-confidence, initiative, and assertiveness	0	1 - 2	3 - 4	5	
Ability to answer questions related to the presentation	0	1 - 2	3 - 4	5	
Total Points	/100 max.				
Penalty Points: Deduct 1 point each for a typographical, spelling, punctuation, or grammar error					
Final Score	/100 max.				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Who's Who in FBLA
Special Recognition
(Does not count as a competitive event)

The **Who's Who** in FBLA distinction is a high honor bestowed upon a local chapter member for outstanding contributions to their local or state Future Business Leaders of America chapter. Each chapter is encouraged to select a member for this special award.

ELIGIBILITY

- All active local chapters are eligible to submit the name of ONE individual to receive this distinction.
- Who's Who in FBLA does not count as an event.

TO COMPETE FOR THE WISCONSIN NOMINEE FOR NATIONAL WHO'S WHO DISTINCTION:

REGULATIONS

- All Who's Who candidates in attendance at the SLC will be recognized at the conference.
- Local Who's Who winners may be honored at the chapter's banquet, recognition assembly or other activity and will receive recognition at SLC.
- The chapter's nominee should be in attendance at the SLC.

ML Other Documents & Forms

Largest Local Chapter Membership

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Refer to the National Guidelines (Member Recognition Awards) for procedure.

Regulations

- All active local chapters are eligible for state and national competition in largest local chapter membership.
- The official figure used in considering chapters for these events is determined by the record of paid memberships audited at the National Office and verified at the State Office.
- The figure used in determining winners will be the number of paid members at the close of business **March 1**.
- The five chapters with the largest local chapter membership are declared winners in the respective event.

Largest Local Chapter Marketshare

Each local chapter is encouraged to complete and submit the local chapter market share award. Although large numbers of chapter members are good, it is more interesting to note the percentages of student populations are involved in FBLA on a local chapter level. The schools with the largest percentage of total membership will receive awards at the SLC.



Local Chapter Market Share Award Form

20__ SLC

Please complete this form for your chapter. Deadline for submission: March 7, 2012.

Chapter _____ Adviser _____
Region ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VI

School Enrollment for 2011-2012 School Year _____

Number of Members in Chapter _____

Percentage of Population _____ (divide your chapter membership by the total school population)

Adviser Signature: _____ Date _____

Please email or fax form to the State Office.

To be completed by a member of the state staff only:

☐ Verified By: _____

Comments:

Community Service Recognition

As one of the cornerstones on which FBLA is built, SERVICE can play a major role in every FBLA chapter. The Community Service Recognition Awards, at both the regional and state level, are designed to draw attention to the wonderful work that our members do on behalf of their school, community, and state.

- Only events which take place after June 1 of each year will be considered.
- Deadline for receipt for Regional Recognition is January 16, 2015.
- Deadline for receipt for State Recognition is March 4, 2015.



Community Service Award Application Regional Level

Deadline for consideration:
**Must be received by Regional Host
School on or before
January 16, 2015**

Directions: Please complete the following sections as completely and honestly as possible. Please only include activities from June 1, 2012 until the time of submission of the application. **Service is an essential part of the FBLA mission. Take this time to share the activities your chapter has participated in. Winning chapters will be based on total points received.** (Duplicated activities throughout the application will be eliminated during the time of scoring.)

Chapter Name _____

Adviser _____ **President** _____

Food Drive

Points

1. Was a food drive hosted? (50 points) YES or NO _____

Please fill in the number of items collected (1 point each): _____

Clothing Drive

Points

1. Was a clothing drive hosted? (50 points) YES or NO _____

Please fill in the number of items collected below (5 points each):

Boots: _____

Coats: _____

Please fill in the number of items collected below (1 point each):

Gloves: _____

Mittens: _____

Hats: _____

Other: _____

Volunteering

Points

Fill-out this section only if your chapter volunteered at a soup kitchen, homeless shelter or a similar organization. (3 points per student per hour volunteered).

Describe the service completed: _____

Number of student volunteers: _____

Total hours worked by all volunteers: _____

Multiply number of volunteers by total hours worked: _____ (Multiply by 3) _____

March of Dimes Projects

Points

In the space below list and briefly describe any projects that your chapter participated in this year that promoted and/or benefited the March of Dimes. (50 points per project, limit five projects).

Project 1 Description:	_____	_____
Project 2 Description:	_____	_____
Project 3 Description:	_____	_____
Project 4 Description:	_____	_____
Project 5 Description:	_____	_____

Additional Projects

Points

In the space below list and briefly describe any additional projects that your chapter participated in this year. Remember, the activities should be designed to benefit the economically challenged. (50 points per project, limit five projects).

Project 1 Description:	_____	_____
Project 2 Description:	_____	_____
Project 3 Description:	_____	_____
Project 4 Description:	_____	_____
Project 5 Description:	_____	_____

Total Points **=====**

Chapter President Signature: _____ Date: _____

Adviser Signature: _____ Date: _____

Adviser Contact Information:
Phone: _____ Email: _____

For Region VP use only:



Community Service Award Application State Level

Deadline for consideration:
**Must be received by
MARCH 4, 2015**

Directions: Please complete the following sections as completely and honestly as possible. Please only include activities from June 1, 2014 until the time of submission of the application. **Service is an essential part of the FBLA mission. Take this time to share the activities your chapter has participated in. Winning chapters will be based on total points received.** (Duplicated activities throughout the application will be eliminated during the time of scoring.)

Chapter

Name _____

Adviser _____ **President** _____

Food Drive

Points

1. Was a food drive hosted? (50 points)

YES or NO

Please fill in the number of items collected (1 point each):

Clothing Drive

Points

1. Was a clothing drive hosted? (50 points)

YES or NO

Please fill in the number of items collected below (5 points each):

Boots: _____

Coats: _____

Please fill in the number of items collected below (1 point each):

Gloves: _____

Mittens: _____

Hats: _____

Other: _____

Volunteering

Points

Fill-out this section only if your chapter volunteered at a soup kitchen, homeless shelter or a similar organization. (3 points per student per hour volunteered).

Describe the service completed: _____

Number of student volunteers: _____

Total hours worked by all volunteers: _____

Multiply number of volunteers by total hours worked: _____ (Multiply by 3) _____

March of Dimes Projects

Points

In the space below list and briefly describe any projects that your chapter participated in this year that promoted and/or benefited the March of Dimes. (50 points per project, limit five projects).

Project 1 Description: _____

Project 2 Description: _____

Project 3 Description: _____

Project 4 Description: _____

Project 5 Description: _____

Additional Projects

Points

In the space below list and briefly describe any additional projects that your chapter participated in this year. Remember, the activities should be designed to benefit the economically challenged. (50 points per project, limit five projects).

Project 1 Description: _____

Project 2 Description: _____

Project 3 Description: _____

Project 4 Description: _____

Project 5 Description: _____

Total Points **=====**

Chapter President Signature: _____ Date: _____

Adviser Signature: _____ Date: _____

Adviser Contact Information:
Phone: _____ Email: _____

For State Office Use only:

FBLA REGIONAL LEADERSHIP CONFERENCE

LOCAL ADVISER PROCEDURES AND RESPONSIBILITIES

It is required of each local adviser attending the RLC to read and sign a copy of this form. This form must be **submitted to the Regional Host by the third Friday in January** for all advisers in attendance.

1. Local advisers and other chapter chaperones are expected to assist in the administration of competitive events, workshops, etc. onsite at RLC. This ensures that seamless management of competitive events; as well as the safety of all delegates at RLC. **This role is extremely important!**
2. Chapters will be disqualified for not adhering to the 15:1 chaperone policy ratio.
3. Local advisers are responsible for knowing the whereabouts of all their students at all times. Each local adviser should establish a policy with his/her students prior to the conference in order to meet this regulation.
4. Local advisers must have with them at the conference a list of their students, as well as home telephone numbers and parent's or guardian's names.
5. Use of tobacco will not be allowed at any conference activities.
6. Nametags will be worn at all times.
7. Local advisers are responsible for supervision of their delegates' conduct and shall be available to their students at all times.
8. The local principal and/or designated administrator will be contacted in emergency situations if the local adviser cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include: accidents, possession of drugs or alcohol, breaking conference rules, family emergencies and any other situation designated as an emergency.

I have read and fully understand the FBLA Regional Leadership Conference LOCAL ADVISER PROCEDURES AND RESPONSIBILITIES and agree to comply with these guidelines.

Adviser's Signature	Principal's Signature
Adviser's Printed Name	Principal's Printed Name
Chapter Name	

In case of emergency, the following local administrators should be contacted:	
1st Contact	2nd Contact
Name	Name
Title	Title
School Phone (Area/No.)	School Phone (Area/No.)
() -	() -
Home Phone (Area/No.)	Home Phone (Area/No.)
() -	() -

Note: A copy of this form must be submitted for each adviser attending the RLC. Due to required signatures, this form cannot be submitted electronically. Original forms must be submitted to the Regional Host School by the third Friday in January.

FBLA State Leadership Conference

Student DELEGATE Conduct Practices and Procedures

It is required of EACH student attending the SLC to read and sign a copy of this form. It is recommended that each local adviser review this form with the entire chapter so that there is no misunderstanding of the rules, regulations, and responsibilities of the conference participants. **The local adviser must collect this form for each student attending and return by March 4 to the State Office.**

1. The term "delegate" shall mean any FBLA member attending the conference.
2. There shall be no defacing of public property. Any damages to property or furnishings in the hotel rooms or buildings or in the conference center must be paid by the individual or chapter responsible. Local chapters will be billed directly by the hotel or conference center for any damages.
3. Delegates shall keep their advisers informed of their activities and whereabouts AT ALL TIMES. (Each local adviser should establish a policy with his/her students prior to the conference in order to meet this regulation).
4. Delegates should be prompt and prepared for all activities.
5. Delegates should be financially prepared for all possibilities.
6. Delegates shall stay in designated housing, not with friends or relatives. Chapters registered as day guests are exempt from this regulation.
7. Hotel room doors must be kept open wide at all times when members of the opposite sex are visiting.
8. No alcoholic beverages or controlled substances, narcotics, etc., in any form shall be possessed or consumed by delegates at any time, under any circumstances.
9. No use of tobacco will be permitted at the general sessions, banquet, competitive events, tours, special interest sectionals, or in public facilities.
10. Delegates shall not use their own cars or ride in cars belonging to others unless accompanied by an adult adviser.
11. Delegates are REQUIRED to attend delegate assemblies and business meetings; however, voting delegates are REQUIRED to attend delegate assemblies, voting sessions, and business meetings.
12. Nametags shall be worn at all conference events.
13. Delegates agree to conduct themselves in a professional and ethical manner at all times and follow the directives of official conference staff, other adult supervisors, and hotel staff.
14. Delegates violating or ignoring any of the conduct rules may be sent home immediately at their own expense. Parents, school officials, and the State Office will be notified.
15. Delegates violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive event participants from being disqualified.
16. All delegates must honor conference curfew. Curfew is 12:00 Midnight. Curfew is defined as "all delegates in assigned room - lights out."
17. The student delegate will also be responsible for following all local school rules of conduct.
18. The dress code approved by the national and/or state office will be adhered to at all times during the State Leadership Conference.

Wisconsin FBLA-ML Competitive Event Guidelines

I have read and fully understand all 18 points of the FBLA State Leadership Conference STUDENT DELEGATE CONDUCT PRACTICES AND PROCEDURES form and agree to comply with these guidelines. I understand the necessity of these rules for the success of the conference. Furthermore, I am aware of the consequences that will result from violation of any of the regulations.

Student Name (Please Print)	Birthdate
Address (Street, City, State, Zip)	Home Phone Number (Area/No.) () -
Delegate's Signature	Adviser's Signature
Principal's Signature	Adviser's Printed Name Chapter Name
Principal's Printed Name School Phone Number (Area/No.) () -	Grade Level

To the Parent/Guardian:

I have read and agree to abide by the FBLA State Leadership Conference Student Delegate Conduct Practices and Procedures. I also agree that the school officials, the chapter advisers, and the State Office staff have the right to send my son or daughter home from the activity at my expense if he/she has violated the Code of Conduct and/or his or her conduct has become a detriment.

I also authorize the adviser to secure the services of a physician or hospital and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs.

Insurance Company Name	Policy Number
Parent or Guardian's Signature	
Parent's Printed Name Address (Street, City, State, Zip)	
Daytime Phone Number (Area/No.) (Evening) () -	Evening Phone Number (Area/No.) () -

Note: Advisers must submit copy of this form for each student delegate attending the SLC. Due to required signatures, this form cannot be submitted electronically. Original forms must be received via mail by March 4 at the State Office.

FBLA State Leadership Conference

Local Adviser Procedures and Responsibilities

It is required of each local adviser attending the SLC to read and sign a copy of this form. This form must be **submitted to the State Office by March 4** for all advisers in attendance.

1. Local advisers and other chapter chaperones are expected to assist in the administration of competitive events, tours, workshops, etc. onsite at SLC. This ensures that seamless management of competitive events; as well as the safety of all delegates at SLC. **This role is extremely important!**
2. Local advisers are responsible for making sure each student attending the SLC reads, discusses, signs, and returns the STUDENT DELEGATE CONDUCT PRACTICES AND PROCEDURES form. It is recommended that each local adviser review this form with the entire chapter so that there is no misunderstanding of the rules, regulations, and responsibilities of the conference participants.
3. Local advisers are responsible for knowing the whereabouts of all their students at all times. Each local adviser should establish a policy with his/her students prior to the conference in order to meet this regulation.
4. Local advisers must have with them at the conference a list of their students, as well as home telephone numbers and parent's or guardian's names.
5. Curfew will be enforced. "Curfew is defined as "all delegates in assigned room - lights out". Local advisers are responsible for room checks to ensure their students are in their assigned rooms.
6. Use of tobacco will not be allowed at any conference activities.
7. Nametags will be worn at all times.
8. Local advisers are responsible for supervision of their delegates' conduct and shall be available to their students at all times.
9. The local principal and/or designated administrator will be contacted in emergency situations if the local adviser cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include: accidents, possession of drugs or alcohol, breaking conference rules, family emergencies, and any other situation designated as an emergency.

I have read and fully understand the FBLA State Leadership Conference LOCAL ADVISER PROCEDURES AND RESPONSIBILITIES and agree to comply with these guidelines.

Adviser's Signature	Principal's Signature
Adviser's Printed Name	Principal's Printed Name
Chapter Name	

In case of emergency, the following local administrators should be contacted:	
1st Contact	2nd Contact
Name	Name
Title	Title
School Phone (Area/No.) () -	School Phone (Area/No.) () -
Home Phone (Area/No.) () -	Home Phone (Area/No.) () -

Note: A copy of this form must be submitted for each adviser attending the SLC. Due to required signatures, this form cannot be submitted electronically. Original forms must be **submitted to the State Office by March 4**.

Wisconsin FBLA-ML Competitive Event Guidelines

Substitution Form

Should a student become unable to attend a leadership conference, a substitution may be made with the approval of the RLC host or the FBLA State Office. Substitutions will only be made according to the event guidelines and after the submission of a Substitution Request Form. See the yearly calendar for substitution deadlines. This form is below and can also be found online at www.dpi.wi.gov/fbla/rlc.html or www.dpi.wi.gov/fbla/slc.html:



Substitution/Cancellation Request Form 20 _____ RLC/SLC/NLC

INSTRUCTIONS: Complete this form for each individual. This form must be received by the substitution/cancellation deadline
Email or fax form to:
RLC host school (for RLC)
OR
State Office (for SLC/NLC)

Chapter Name	Adviser's Name
Event	<input type="checkbox"/> Substitution <input type="checkbox"/> Cancellation <input type="checkbox"/> Other
Name of Original Competitor	Name of Replacement Competitor
Reasons for replacement (be as specific as possible)	

SIGNATURE

Adviser's Signature (typed name will serve as signature on emailed form)	Date Signed

TO BE COMPLETED BY STAFF ONLY

<input type="checkbox"/> Approved	Name of Reviewer	Date Reviewed
<input type="checkbox"/> Not Approved		
Comments	Entered into computer system <input type="checkbox"/>	

Deadlines:

RLC -- Seven calendar days after registration closes
SLC -- First Wednesday of March
NLC -- As requested
Refer to current calendar for dates

Disqualification Form

In the event that an adviser, judge, or liaison deems it appropriate that a student be disqualified, a “Disqualification Form” will need to be submitted along with the students testing/performance materials returned to headquarters. Enough reasoning should be included to remove misunderstandings for the student and their adviser upon receiving this form. A minimum of two advisers, judges, etc. must concur for the need of the disqualification and both names must appear on the completed form. State staff will make the final determination of a qualification based on the information presented. All decisions are final.

Please note: All students will be allowed to participate fully in their event.



Wisconsin FBLA State Leadership Conference

Disqualification Recommendation Form

Please complete this form for each individual or team. This form **MUST** be returned to headquarters for further consideration and will be returned to the chapter adviser.

Students **MUST** be allowed to participate.
i.e. take the test or perform.

Student _____ Chapter/School _____
Event _____ Date _____

Reasoning (Be as specific as possible):

Requires a minimum of two signatures.
Submitted by (Please print): _____ School/Position _____
Submitted by (Please print): _____ School/Position _____

To be completed by a member of the state staff only:
☐ Approved ☐ Not Approved By: _____
Comments:

FBLA Standards of Mailability

Use for the following competitive events:

- Computer Applications
- Word Processing I
- Word Processing II

Materials submitted in these events are graded against the standard of zero errors and business-like format.

The Format Guide must be followed for proper formatting of any type of word processing documents.

In grading these materials, the following errors will make the copy mailable with slight corrections:
(Penalty of 2 points per error)

- Omission of a nonessential part of a document
(Examples: reference initials, enclosure notation, etc.)
- Minor errors in vertical placement
- Minor errors in horizontal placement
- Minor spacing errors
- Inserted or omitted words that do not change the meaning of the sentence
- Transposed words that do not change the meaning of the sentence

The following errors will make the copy mailable with serious corrections:
(Penalty of 5 points per error)

- Failure to follow specific directions
- Keying or spelling errors
- Inserted or omitted words that change the meaning of the sentence
- Omission of essential parts of a document
(Examples: date, inside address, etc.)

FORMAT GUIDE

This is available for download via the National FBLA-PBL Web site at www.fbla-pbl.org.

Program of Work

&

End-of-the-Year Reports



Future Business Leaders of America PROGRAM OF WORK

(τ Rev. 06/12)

INSTRUCTIONS: Submit one copy to be received by DECEMBER 1 to:

WISCONSIN FBLA STATE OFFICE

ATTN: David Thomas

125 SOUTH WEBSTER

MADISON, WI 53703

david.thomas@widpi.com

GENERAL INFORMATION		
School/Chapter Name	Region	For School Year

School Address *Street, City, Zip*

Adviser's Names	Occupational Preparation Program Teachers
-----------------	---

Name of Chapter President	Signature of Chapter President	Date Signed <i>Mo./Day/Yr.</i>
---------------------------	--------------------------------	--------------------------------

FBLA GOALS	
<ol style="list-style-type: none"> 1. Develop competent, aggressive business leadership. 2. Strengthen the confidence of students in themselves and their work. 3. Create more interest in and understanding of the American business enterprise. 4. Encourage members in the development of individual projects that contribute to the improvement of home, business, and community. 	<ol style="list-style-type: none"> 5. Develop character, prepare for useful citizenship, and foster patriotism. 6. Encourage and practice efficient money management. 7. Encourage scholarship and promote school loyalty. 8. Assist students in the establishment of occupational goals. 9. Facilitate the transition from school to work.

EXAMPLE					
Month	Local Goals	Activities	Goals	End-of-year Evaluation (1-5)	Comments
April	Show appreciation to businesspersons in the community.	Banquet for employers and community members who assist with FBLA and business education program during the year.	6, 8, 9	5	Community more aware of FBLA and willing to offer support. Estimated cost \$400.

This form is available in Microsoft Word format and may be requested via e-mail from david.thomas@widpi.com. This form can be submitted electronically to the state office.

Wisconsin FBLA-ML Competitive Event Guidelines

GOALS AND ACTIVITIES					
Month	Local Goals	Activities	Goals	End-of-year Evaluation (1-5)	Comments

This form is available in Microsoft Word format and may be requested via e-mail from david.thomas@widpi.com. This form can be submitted electronically to the state office.

Wisconsin FBLA-ML Competitive Event Guidelines

GOALS AND ACTIVITIES					
Month	Local Goals	Activities	Goals	End-of-year Evaluation (1-5)	Comments

Wisconsin FBLA-ML Competitive Event Guidelines

GOALS AND ACTIVITIES					
Month	Local Goals	Activities	Goals	End-of-year Evaluation (1-5)	Comments



**End-of-Year Report
Career and Technical Student Organization**
(τ Rev. 06/12)

INSTRUCTIONS: Complete and return no later than **May 1** to:

WISCONSIN FBLA STATE OFFICE
ATTN: David Thomas
125 S. WEBSTER ST.
MADISON, WI 53703

School/Chapter Name

For School Year:

I. STRUCTURE OF REPORT

The End-of-Year Report consists of two parts:

1. Corrected and Rated Chapter Program of Work.
2. Completed Statistical Report *which includes two sections:*
 - a. Required Section.
 - b. Optional Section.

II. PROGRAM OF WORK

Each chapter should have a copy of the Program of Work submitted last fall to the state office. It is suggested that the old and newly elected executive board members use the chapter copy as a guide in setting goals and developing a program of work for the next school year.

1. Adviser(s) and chapter members add chapter objectives and activities that do not appear on original Program of Work.
2. Adviser(s) and members rate each activity attempted on a scale of 1 - 4 (*1 = poor and 4 = superior*).
3. Underline the most worthwhile activity or activities of the year.
4. Return the previously submitted Chapter Program of Work with the Statistical Report. These two items become the End-of-Year Report.

III. STATISTICAL REPORT

Note: Enter information under the Male and Female columns and then press F9 on the keyboard to calculate the total columns.

Class	Membership									
	Beginning of Year			End of Year						
	Male	Female	Total	Male	Female	Total				
1. Grade 5			0			0	6. Number of FBLA members in work-based learning program.			0
2. Grade 6			0			0	7. Number of students in state certified Business Coop program.			0
3. Grade 7			0			0	8. Number of teachers in Business Education Department.			0
4. Grade 8/9			0			0	9. Number of teachers who share the responsibility of advising the FBLA Chapter.			0
5. Grand Total	0	0	0			0	10. Cost of Local due per member			0

IV. CERTIFICATION

I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge.

Signature of Chapter Adviser

Date *Mo./Day/Yr.*

➤

Signature of Chapter President

Date *Mo./Day/Yr.*

➤

V. CHAPTER ACTIVITY EVALUATION

Directions: In evaluating your chapter activities, use the pull down menu and select the appropriate number when applicable.
4 = Superior; 3 = Above Average; 2 = Average; 1 = Needs Improvement. When appropriate check either yes or no.

I. ATTENDANCE AT LEADERSHIP TRAINING CONFERENCE

	Yes	No	<i>If Applicable Select Rating</i>
A. Was your chapter represented at:			
1. Officer Training Workshop	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
2. National Leadership Conference	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
3. Fall Executive Board Meeting	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
4. Fall Leadership Lab	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
5. National Fall Leadership Conference	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
6. Regional Leadership Conference	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
7. Spring Executive Board Meeting	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
8. State Leadership Conference	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
9. Other: <i>Specify</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior

II. PROGRAM OF WORK

A. Was your program of work planned early in the year, communicated to members and effectively carried out?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
B. Were your chapter activities based on the goals and purposes of FBLA?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
C. Did your program of work include activities in the five areas essential for a balanced program (e.g., business knowledge and skills, leadership and promotion, school and community service, financial, and social)?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
D. Were your FBLA activities a part of every Business Education class?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
E. Did your chapter participate in:			
1. The State Service Project - Project HELP?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
2. The National Project: Free Enterprise--Getting Involved	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
F. Did your chapter plan special activities for FBLA/Career and Technical Education Week?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior

III. CHAPTER PROMOTION

A. Was your chapter involved in establishing or reactivating another FBLA chapter during the year?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
B. Did your chapter have a planned program for promoting FBLA in the school and in the community?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
C. Did your chapter plan activities especially designed to stimulate parent awareness through parent involvement?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
D. Did your chapter have activities that involved interaction with local business and professional groups?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
E. Did your chapter have activities that were jointly planned with other CTSOs?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
F. Did your chapter make use of the following to promote FBLA?			
1. Newspaper articles	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
2. Displays, bulletin boards, etc.	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
3. Assembly programs	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
4. Brochures	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
5. Multimedia presentations	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
6. Radio and TV spots	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
7. Billboards	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
8. Other: <i>Specify</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
G. Did your FBLA chapter submit articles to the:			
1. <i>Wisconsin FBLA e-Bulletin</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
2. <i>Tomorrow's Business Leader</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
H. Did your chapter increase its membership?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior

V. CHAPTER ACTIVITY EVALUATION (cont.)

IV. COOPERATION AND UNDERSTANDING

	Yes	No	<i>If Applicable</i> Select Rating
A. Were your chapter members interested, active, cooperative, and informed?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
B. Did each member appear and assist with a chapter activity during the year?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
C. Were efforts made to find and utilize the abilities of all chapter members?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
D. Did all business teachers serve as co-advisers and assist with FBLA activities?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
E. Did chapter members clearly understand FBLA goals, objectives, and values?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
F. Did chapter members recognize the opportunity for personal growth through FBLA?	<input type="checkbox"/>	<input type="checkbox"/>	

V. PROGRAM MANAGEMENT

A. Were your chapter meetings orderly and well planned?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
B. Were your reports kept on file?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
C. Were necessary reports and dues sent promptly to the state office?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
D. Did your chapter make effective use of the state and national FBLA handbooks and other releases from the state and national offices?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
E. Did the projects of your chapter help you achieve the goals you set?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
F. Did your chapter use the evaluation for making future plans?	<input type="checkbox"/>	<input type="checkbox"/>	

VI. STATISTICAL REPORT (Optional)

- A. Number of years your chapter has been operating as a chartered chapter.
- B. When does your chapter hold its meetings?
- C. Number of scheduled meetings held by your chapter each year.

For Adviser Completion

1. Is your position as FBLA adviser a salaried position? ☐ Yes ☐ No
2. Were you a member/officer of: *Check all that apply*
- FBLA: ☐ Member ☐ Officer
- PBL: ☐ Member ☐ Officer

FBLA-ML RECOGNITION AWARDS

Download at <http://www.fbla-pbl.org>

FBLA-Middle Level Link

MAP Award Link

Select 2014-15 Middle Level Achievement Program